



United States Coast  
Guard

United States  
Environmental  
Protection Agency

Federal Emergency  
Management Agency

Department of  
Agriculture

Department of Interior

Department of Energy

Department of Justice

Department of State

Nuclear Regulatory  
Commission

General Services  
Administration

Department of  
Commerce (NOAA)

Department of  
Transportation

Department of Health  
and Human Services

Department of Defense

Department of Labor

State of Arkansas

State of Louisiana

State of New Mexico

State of Oklahoma

State of Texas

# U.S. Region 6 Regional Response Team (RRT) By-Laws and Standard Operating Procedures

Approved January 26, 2005

## **Table of Contents**

<b>Article I -- Name .....</b>	<b>Page 4 of 18</b>
<b>Article II -- Authority .....</b>	<b>Page 4 of 18</b>
<b>Article III -- Purpose .....</b>	<b>Page 4 of 18</b>
<b>Article IV -- Organization .....</b>	<b>Page 4 of 18</b>
<b>A. Regional Response Team Membership .....</b>	<b>Page 4 of 18</b>
<b>B. The Standing RRT .....</b>	<b>Page 5 of 18</b>
<b>C. The Incident Specific RRT .....</b>	<b>Page 6 of 18</b>
<b>D. Chair of the RRT .....</b>	<b>Page 7 of 18</b>
<b>E. RRT Activation Procedures .....</b>	<b>Page 7 of 18</b>
<b>F. Attendance .....</b>	<b>Page 9 of 18</b>
<b>G. Executive Secretariat .....</b>	<b>Page 9 of 18</b>
<b>H. RRT Coordinators .....</b>	<b>Page 10 of 18</b>
<b>I. Committees .....</b>	<b>Page 10 of 18</b>
<b>1. Preparedness Committee .....</b>	<b>Page 11 of 18</b>
<b>2. Response Committee .....</b>	<b>Page 11 of 18</b>
<b>3. Science and Technology Committee .....</b>	<b>Page 11 of 18</b>

<b>Article V -- Duties</b>	<b>Page 11 of 18</b>
<b>A. Standing RRT</b>	<b>Page 11 of 18</b>
<b>B. Incident-Specific RRT</b>	<b>Page 13 of 18</b>
<b>Article VI -- Voting and Quorum</b>	<b>Page 14 of 18</b>
<b>Article VII -- Meetings</b>	<b>Page 15 of 18</b>
<b>Article VIII -- Reports</b>	<b>Page 16 of 18</b>
<b>A. Semi-Annual Reports</b>	<b>Page 16 of 18</b>
<b>B. RRT Request for OSC Reports</b>	<b>Page 16 of 18</b>
<b>C. Incident Specific RRT Reports</b>	<b>Page 17 of 18</b>
<b>Article IX -- External Coordination</b>	<b>Page 17 of 18</b>
<b>A. Coordination with Other RRTs</b>	<b>Page 17 of 18</b>
<b>B. Coordination with States and Local Governments</b>	<b>Page 17 of 18</b>
<b>C. RRT Internet Homepage</b>	<b>Page 18 of 18</b>
<b>Article X -- Revisions</b>	<b>Page 18 of 18</b>
<b>Article XI -- Parliamentary Authority</b>	<b>Page 18 of 18</b>

## **By-Laws and Standard Operating Procedures of the Region 6 Regional Response Team**

### **Article I -- Name**

The name of the organization shall be the Federal Region 6 Regional Response Team (RRT).

### **Article II -- Authority**

The Region 6 Regional Response Team (RRT) derives its framework for policy and program direction from Executive Order 12580, the National Oil and Hazardous Substances Pollution Contingency Plan (NCP), and the Region 6 Integrated Contingency Plan (RICP).

The RRT develops its program initiatives from the membership with guidance from the National Response Team (NRT).

### **Article III -- Purpose**

The purpose of the NCP is to provide the organizational structure and procedures for preparing for and responding to discharges of oil and releases of hazardous substances, pollutants, and contaminants.

The RRT provides the appropriate regional mechanism for development and coordination of preparedness activities before a response action is taken and for coordination of assistance and advice to the On-Scene Coordinator / Remedial Project Manager (OSC/RPM) during such response actions; and guidance to Area Committees, as appropriate, to ensure inter-area consistency, and consistency of Area Contingency Plans with the RICP and NCP.

### **Article IV -- Organization**

#### **A. Regional Response Team Membership**

The Region 6 Regional Response Team (RRT) is comprised of members from fifteen federal departments and agencies having representatives on the NRT, plus five regional State government representatives from the States of Arkansas, Louisiana, New Mexico, Oklahoma, and Texas.

Federal member agencies have duties established by statute, executive order, or Presidential directive which may apply to federal response actions following, or in prevention of, the discharge of oil or release of a hazardous substances, pollutant, or contaminant.

Some of these agencies also have duties relating to the restoration, rehabilitation, replacement, or acquisition of equivalent natural resources injured or lost as a result of such discharge or release.

A complete roster of the RRT for Region 6 can be found on the Region 6 RRT webpage at [www.epa.gov/region6/rrt](http://www.epa.gov/region6/rrt). Region 6 RRT members are as follows:

Department of Commerce (DOC): National Oceanic and Atmospheric Administration (NOAA)	Department of Agriculture (USDA): United States Forest Service (USFS)
Department of Defense (DOD): U.S. Army Corps of Engineers (USACE), U.S. Navy	Department of Labor (DOL): Occupational Safety and Health Administration (OSHA)
Environmental Protection Agency (EPA)	General Services Administration (GSA)
Department of Health and Human Services (DHHS)	Nuclear Regulatory Commission (NRC)
Department of Homeland Security (DHS): U.S. Coast Guard (USCG)	Department of Homeland Security (DHS): Federal Emergency Management Agency (FEMA)
Department of Energy (DOE): Strategic Petroleum Reserve (SPR)	Department of Transportation (DOT): Federal Motor Carriers Safety Administration (FMCSA)
Department of the Interior (DOI)	Department of Justice (DOJ)
Department of State (DOS)	State of Arkansas State of Louisiana State of New Mexico State of Oklahoma State of Texas

Each participating federal agency shall designate one member and at least one alternate member to the RRT.

Agencies whose regional subdivisions do not correspond to the standard federal regions may designate additional representatives to the standing RRT to ensure appropriate coverage of the standard federal region.

Each state governor is requested to assign an office or agency to represent the state on the Region 6 RRT; to designate representatives to work with the RRT in developing an integrated Regional Contingency Plan (RCP); to plan for, make available, and coordinate state resources; and to serve as the contact point for coordination of response with local government agencies, whether or not represented on the RRT.

The state's RRT representative should keep the State Emergency Response Commission (SERC) apprised of RRT activities and coordinate RRT activities with the SERC. American Indian tribal governments may arrange for representation with the RRT appropriate to their geographical location.

The two principal components of the RRT mechanism are a standing team, which consists of designated representatives from each participating federal, state, and local agency, and an incident-specific team, where participation will relate to the technical nature of the incident and its geographic location.

## **B. The Standing RRT**

The RRT serves as the regional body for planning and preparedness activities before a response to a significant oil or hazardous substance incident is taken, and for coordination and advice during such response actions.

Members (and/or alternate members) of the Standing RRT will be available as needed for quick discussion, decision-making, and advisement to a FOSC during a response to an actual discharge of oil or release of hazardous material.

Members of the Standing RRT will participate in the development of procedures (such as for the use of alternative response technologies) to facilitate support to Region VI OSCs during a response to a discharge or release.

Members of the Standing RRT will arrange for and/or participate in training and exercises to maintain familiarity with their respective agency potential response roles to an oil discharge or hazardous material release.

Participation by Federal agencies and State regional governments involves the agencies, offices, and organizations mentioned earlier in this document. Local governments are invited to participate as provided by State law or as arranged by the respective State's representative.

Representatives from industry, the public, environmental and other interest groups are encouraged to participate in the open Standing RRT meetings but have no voting rights.

## **C. The Incident Specific RRT**

The role of the Incident Specific RRT is determined by the operational considerations/situation of a specific discharge or release.

It is convened at the discretion of the relevant RRT Co-Chair. The Incident Specific RRT is composed of the appropriate RRT members based on the location and nature of the incident.

The Incident Specific RRT has the responsibility to present member agency concerns, and provide logistical support and consultation, as appropriate to the FOSC/RPM for the incident at hand.

#### **D. Chair of the RRT**

The RRT is co-chaired by the following positions within the U.S. Environmental Protection Agency (EPA), Region 6 and the Coast Guard Eighth District (USCG).

Whenever the RRT is activated for response, the Chair shall be the EPA or USCG representative, depending on the location of the emergency, as defined by the various Memoranda of Understanding concerning response boundaries between the EPA Region 6 and the Coast Guard Eighth District.

	<b>EPA</b>	<b>USCG</b>
<b>Co-Chairs:</b>	Chief, Response and Prevention Branch	Chief, Marine Safety Division
<b>Alternate Co-chairs:</b>	Leader, Emergency Readiness Team	Chief, Marine Response Branch

Both EPA and USCG also have designated RRT Coordinator positions.

#### **E. RRT Activation Procedures**

The RRT will be activated as an incident-specific team during a response to any discharge or release upon a request from an OSC/RPM or any RRT representative to the relevant chair of the RRT. Verbal requests will later be confirmed in writing.

The Co-Chairs may, at their discretion, call the RRT into an executive session (see executive secretariat section), which will consist of only representatives with voting rights from the member agencies.

The RRT will be activated as an inter-governmental coordination team when:

- Requested by the Federal On-Scene Coordinator (FOSC);
- An RRT member requests that the EPA or USCG co-chair activate the RRT;

The RRT may be activated as an inter-governmental coordination team when:

- The discharge or release may post a substantial threat to the public health, welfare, environment, or to regionally significant amounts of property;
- The discharge or release meets the definition of a major discharge as defined in the National Contingency Plan.

The request should be made to the USCG Co-Chair for coastal incidents and to the EPA Co-Chair for inland incidents. The request may be transmitted verbally, in writing, by fax, or electronic mail.

Verbal requests will later be confirmed in writing.

Once a Co-Chair decides to activate the RRT or receives such a request from another RRT representative, the other Co-Chair will be immediately notified of the decision.

The USCG Co-Chair will assume the lead of the incident-specific RRT for coastal incidents or for inland incidents which the Coast Guard has assumed the FOSC. The EPA Co-Chair will assume the lead for inland incidents.

Notification of remaining RRT members will be the responsibility of the lead Co-Chair and may be delegated to the RRT Coordinator or other staff representatives.

When activated, the RRT may meet or convene by teleconference at the call of the lead Co-Chair and may:

- Monitor and evaluate reports from the OSC / RPM. The RRT may advise the OSC / RPM on the duration and extent of the federal response and may recommend to the OSC / RPM specific actions in responding to the discharge or release;
- Request other Federal, State/Commonwealth, or local government, or private agencies to provide resources under their existing authorities to assist the OSC / RPM in response efforts;
- Assist the OSC / RPM in preparing information releases for the public and for communications with the National Response Team (NRT);
- If circumstances warrant, advise the regional or district head of the agency providing the OSC / RPM that a different OSC / RPM should be designated; and
- Provide Pollution Reports to member agencies and other entities as significant developments occur.



Arrangements for meeting locations and/or teleconferences will be the responsibility of the lead Co-Chair or designated representative.

The recording and distribution of summaries of meetings or teleconferences conducted upon RRT activation shall also be the responsibility of the lead Co-Chair or other designated representative.

The RRT will be deactivated by agreement between the Co-Chairs or their representatives. The lead Co-Chair, or his/her representative will be responsible for notifying RRT members of the deactivation.

The dates and times for activation and deactivation should be included in pollution reports or other summaries generated by the OSC / RPM or the lead Co-Chair and/or documented in summaries of meetings or teleconferences of the RRT.

## **F. Attendance**

Attendance records will be kept whenever there are meetings of the RRT (including teleconferences).

Copies of the attendance records will be provided to the members.

## **G. Executive Secretariat**

The Executive Secretariat is to provide administrative management of the RRT and oversight of the RRT process and structure.

The membership of the Executive Secretariat shall consist of the EPA and USCG RRT Co-chairs, with appropriate support staff (RRT coordinators for each agency), and the Chairs of the Preparedness Committee, the Response Committee, and the Science and Technology Committee.

Executive Secretariat meetings, referred to as Executive Meetings, will be held as needed, but at a minimum before each meeting of the RRT Standing Committee.

On matters of policy and initiatives involving the RRT, the Executive Secretariat will prepare, review and provide an executive summary to the RRT membership for decision. The Executive Secretariat will be responsible for ensuring the implementation of RRT approved policies and initiatives.

The Executive Secretariat will approve all nominations to the RRT standing committees. The Executive Secretariat will liaison with the NRT Executive Secretariat.

## **H. RRT Coordinators**

The RRT Coordinators will advise the Co-Chairs as to observed progress of the RRT, programs for enhancement of the RRT, critiques and comments from RRT members and participants, and regular personal communications with RRT committees and members.

The Coordinators will prepare the format and agenda for the semi-annual RRT meetings, set up the meeting logistics, identify the attendees and send out invitations, brief speakers, and assist in scheduling functions that will enhance the meeting.

The Coordinators will prepare necessary issue papers requiring a discussion at Standing RRT meetings and disseminate such to RRT member agencies with meeting agenda forty-five (45) days prior to scheduled meetings.

The RRT Coordinators will arrange for the transcription of standing RRT meeting minutes; salient discussion items will be distributed to RRT member agencies by the RRT Coordinators in condensed format sixty (60) days after each Standing RRT meeting.

RRT members shall be provided an opportunity to review the minutes prior to finalization to minimize potential errors. The Coordinators will prepare the format and agenda for conference calls involving the Executive Secretariat and other RRT members.

The Coordinators will maintain communications with industry representatives, RPM's, OSC's, LEPC members, and first responders on behalf of the RRT.

## **I. Committees**

The RRT will establish committees or work groups as necessary to carry out the duties and responsibilities of the RRT. The designated committees, named by the Co-Chairs with the approval of the RRT, may be "Standing" or "Ad-Hoc".

The RRT has established three "Standing Committees" to address issues of concern to the RRT and OSCs/RPMs relative to significant oil and hazardous substances incidents, general preparedness, response techniques, research and development and lessons learned.

The RRT is responsible for developing goals and objectives for the committees. Each committee may also meet in person or hold additional teleconferences as required to meet their goals and objectives.

Each committee shall be composed of a Committee Chair, nominated by a member of the RRT, and approved by the Executive Secretariat. Additional members shall be recruited and appointed as needed by the Committee Chair, to complete the duties assigned to the committee.

The committee chair is responsible for maintaining the membership, and a current membership list will be provided to the Executive Secretariat when changes in membership occur.

These standing committees are: Preparedness, Response, and Science and Technology.

1. **The Preparedness Committee** promotes enhanced preparedness capabilities at the regional, state, and local levels for oil and hazardous materials spills.

In pursuit of its purpose, the RRT Preparedness Committee implements activities designed to promote the utilization of state-of-the-art methods and technologies for planning and preparedness by the RRT, OSCs, participating states, and local jurisdictions for oil and hazardous materials spills and releases; assists the RRT members in enhancing their preparedness capabilities; and stimulates preparedness activities of the member agencies of the RRT, and the RRT as a collective organization.

2. **The Response Committee** provides a forum for the RRT to assess the effectiveness of incident reporting and response mechanisms established by the NCP, provides feedback to OSCs regarding their reports of response actions, and makes recommendations to the NRT or the Area Committees regarding improvements to the response system. The Response Committee makes recommendations to the OSCs as needed to enhance coordination with State, local, and private responders.

3. **The Science and Technology Committee** provides a forum for the RRT to fulfill its NCP delegated responsibilities in research and development.

The Committee will monitor response-related research and development, testing, and evaluation activities of RRT agencies to enhance coordination, avoid duplication of effort, and facilitate research in support of response activities.

**Ad-Hoc committees or workgroups** will be established by the Regional Response Team Secretariat to perform duties for the RRT as needed. The Secretariat shall appoint a Chair, who shall appoint additional members as needed.

## **Article V -- Duties**

### **A. Standing RRT**

The RRT is responsible for the coordination of Area Committees for these functions, as appropriate, and for maintaining the applicability and effectiveness of the RICP.

Members (or agency alternates) of the standing RRT shall recommend changes in the regional response organization as needed, and shall, as appropriate:

- nominate appropriately qualified representatives from their agencies to work with OSCs in developing and maintaining the RICP and One-Gulf Plan;
- attend all Standing RRT meetings, and assist on appropriate Incident-Specific response;
- review and revise the Regional Integrated Contingency Plan (RICP) and/or the One-Gulf Plan as needed;
- evaluate the preparedness of the participating agencies and the effectiveness of the RICP and One-Gulf Plan for the federal response to discharges and releases;
- review and comment, to the extent practicable, on local emergency response plans or other issues related to the preparation, implementation, or exercise of such plans upon request of a Local Emergency Planning Committee (LEPC), through the State Emergency Response Commission (SERC);
- provide assistance to state and local governments in preparedness, planning, and training for emergency response;
- evaluate regional and local responses to discharges or releases on a continuing basis, considering available legal remedies, equipment readiness, and coordination among responsible public agencies and private organizations, and recommend improvements;
- recommend revisions of the NCP to the NRT, based on observations of response operations;
- review OSC actions to ensure that the RICP and One-Gulf Plan are effective;
- encourage the state and local response community to improve its preparedness for response;
- conduct advance planning for use of dispersants, surface washing agents, surface collecting agents, burning agents, bioremediation agents, or other chemical agents in accordance with any applicable laws, regulations, or requirements;
- be prepared to provide response resources to major discharges or releases outside the region and/or the OSC's area of responsibility;
- conduct or participate in training and exercises as necessary to encourage preparedness activities of the response community within the region;

- generate letter reports on RRT activities twice a year, no later than January 31 and July 31. At a minimum, reports should summarize recent activities, organizational changes, operational concerns, and efforts to improve state and local coordinations. These reports shall be consolidated into an annual report for submission to the NRT;
- contribute ideas and lend individual expertise in support of RRT initiatives;
- ensure maximum participation in the regional exercise program for announced and unannounced exercises; and
- support US/Mexico Joint Response Teams (JRT) planning and response initiatives (Inland and Gulf of Mexico)

## **B. Incident-Specific RRT**

During prolonged removal or remedial action, the RRT may not need to be activated or may need to be activated only on a limited basis, or may need to have available only those member agencies of the RRT who are directly affected or who can provide direct response assistance.

The role of the Incident-Specific RRT is determined by the operational requirements of the response to a specific discharge or release.

Appropriate levels of activation and/or notification of the Incident-Specific RRT, including participation by state and local governments, shall be determined by the designated RRT Chair for the incident, based on the RICP.

The Incident-Specific RRT supports the designated OSC/RPM. The designated OSC/RPM directs response efforts and coordinates all other efforts at the scene of a discharge or release.

The RRT may be activated by the Chair as an incident-specific response team when a discharge or release exceeds the response capability available to the OSC / RPM in the place where it occurs or where it transects state boundaries; or if it may pose a substantial threat to the public health or welfare of the United States or the environment, or to regionally significant amounts of property; or is a worst case discharge, as described in 40 CFR300.324.

The Incident-Specific RRT will be activated during any discharge or release upon a request from the OSC/RPM, or from any RRT representative, to the Chair of the RRT.

The details of why the Incident-Specific RRT was activated, what decisions were discussed, and final recommendations shall be recorded as specified in Article VIII – Reports.

Each member, or an appropriate alternate, of the Standing RRT should be notified when an Incident-Specific RRT is activated. Activation of an Incident-Specific RRT shall be in accordance with the NCP.

When the Incident-Specific RRT is activated for a discharge or release, relevant agency representatives shall meet at the call of the Chair and may:

- monitor and evaluate reports from the OSC/RPM, advise the OSC/RPM on the duration and extent of response, and recommend to the OSC/RPM specifications to respond to the discharge or release;
- request other federal, state, or local governments to provide resources under their existing authorities to respond to a discharge or release, or to monitor response operations;
- assist the OSC/RPM in preparing information releases for the public and for communication with the NRT;
- if the circumstances warrant, make recommendations to the regional or district head of the agency providing the OSC/RPM that a different OSC/RPM should be designated;
- submit pollution reports to the NRC as significant developments occur.

The RRT can be deactivated when the incident-specific RRT Chair determines that the OSC/RPM no longer requires RRT assistance.

Notification of the RRT may be appropriate when full activation of the RRT, or an Incident-Specific RRT, is not necessary, with systematic communication of pollution reports or other means to keep RRT members informed as to actions of potential concern to a particular agency, or to assist in later RRT evaluation of region-wide response effectiveness.

## **Article VI -- Voting and Quorum**

A quorum shall consist of those RRT members who attend the meeting. Each designated federal agency and State member on the RRT, as identified in Article IV, is accorded one vote.

Should a State or federal organization have more than one designated agency represented on the RRT, it is their responsibility to come to their own consensus on the issue at hand and cast a single vote accordingly.

The majority vote will constitute passage or rejection of the matter. If a vote is requested via e-mail or fax, a majority vote of the members voting will constitute acceptance or rejection.

In the event of a dispute that cannot be resolved, the matter will be referred to the applicable standing committee for further investigation and reported to the Executive Secretariat.

The Executive Secretariat will refer the matter to the RRT members via e-mail and request a vote on the issue.

Votes may be cast in person by the member, the officially designated alternate, or by proxy. Each proxy must be executed in writing (may be electronic) by the RRT member or designated alternate and provided to an RRT Co-Chair prior to the meeting at which a vote will be taken.

Upon the activation of an Incident-Specific RRT in response to a discharge or release, a quorum will consist of those members notified and participating either on-scene or by telephone. Passage of a motion requires a majority vote of the Incident-Specific RRT.

## **Article VII -- Meetings**

Regular meetings of the Standing RRT will be convened at least semi-annually. The meetings will be hosted by the Co-Chairs, alternating between them. The RRT Coordinators will notify members not later than 60 days prior to the next RRT meeting announcing the location, dates, and other appropriate information.

The Standing RRT shall meet to review response actions carried out since the preceding meeting. Reports from the standing committees, and from the RRT federal and state members will be presented.

New initiatives introduced will be discussed by the membership and may be assigned to the standing committees for further review. Presentations and discussions by RRT members or invited participants and guests concerning programs and initiatives within the region will be scheduled.

The regular meetings of the standing RRT shall be open. In addition to the members and alternates, invited attendance and participation shall include On-Scene Coordinators (OSCs), Remedial Project Managers (RPMs), LEPCs, industry representatives, and elected officials.

Executive Secretariat meetings may be scheduled by either the EPA or USCG Co-Chair to work on policy matters, internal agency business, or matters that may require further investigation before presentation to the Standing RRT. Executive Secretariat meetings should be held at least once prior to each Standing RRT meeting (twice a year).

Attendance at the Executive Sessions shall be restricted to the Executive Secretariat members and other individuals as deemed appropriate to the subject(s) to be discussed.

The chair of each standing committees shall schedule meetings based on the work load assigned by the RRT and the time needed to adequately address work items. The chair shall determine whether the meetings shall be in person, or by teleconference.

Each standing committee shall make a formal report to the RRT membership at the semi-annual meetings.

## **Article VIII -- Reports**

### **A. Semi-Annual Reports**

The RRT is required to submit an annual report to the NRT. The report should summarize noteworthy responses, recent RRT activities (such as participation in exercises, etc.), organizational changes, operational concerns, and efforts to improve planning and response coordination with agencies.

The RRT Coordinators shall jointly produce a semi-annual report that will eventually be included as part of the annual report. This semi-annual report will be distributed to RRT member agencies for review, comment, revisions, etc.

Likewise, both EPA and USCG coordinators will collaborate on the annual report and ensure that all RRT member agencies have an opportunity to review, comment, and revise as desired.

Semi-annual and annual reports shall be completed before the semi-annual meetings and will meet the NRT schedule for the annual report.

### **B. RRT Request for OSC Reports**

The NCP requires that OSC Reports be prepared "as requested by the NRT or RRT". OSCs may, of course, also issue OSC Reports on their own initiative, independent of a RRT or NRT request. The RRT should consider requesting an OSC Report when the pollution response involved:

- an unusual challenge;
- a unique or complex issue (e.g., intergovernmental coordination, use of a new technology, etc.)
- a decision that creates precedent; or
- a lesson learned that should be made known regionally or nationally.



### **C. Incident Specific RRT Reports**

The Incident Specific RRT Chair will document (i.e., email, report) activation to include a log of RRT activities and a chronological sequence of events. Data to be included at a minimum are a listing of the participants, issues discussed, and decisions reached.

Documentation will also include a description of the incident and identify the individual or agency requesting activation. Documentation will be forwarded to the RRT Coordinator for distribution to the RRT membership.

## **Article IX -- External Coordination**

### **A. Coordination with Other RRTs**

The Region 6 RRT seeks to maximize its participation with its neighboring RRTs. As such, neighboring RRT Co-Chairs or their designees will be invited to attend all Region 6 RRT meetings and will be given agenda time for presentations upon request.

The standard RRT 6 agenda also includes time for announcements and comments from neighboring RRT representatives. When appropriate, the Region 6 RRT will seek to hold a joint meeting or exercise with a neighboring RRT.

The Region 6 RRT will also, upon invitation from a neighboring RRT, provide a representative to attend their meetings as a means of facilitating inter-regional cooperation, building and strengthening useful relationships, and exchanging ideas.

### **B. Coordination with States and Local Governments**

A major function of the RRT is to encourage State and local response agencies to improve their preparedness for response by providing technical assistance and training. All requests to the RRT for such assistance should be made through the designated State member to the RRT.

In the event a RRT member agency receives a request for assistance directly from a State or local agency, the recipient should contact a RRT Coordinator or member of the Executive Secretariat.

### **C. RRT Internet Homepage**

The Region 6 Regional Response Team (RRT) has developed the use of the RRT 6 Internet homepage which can be found at [www.epa.gov/region6/rrt](http://www.epa.gov/region6/rrt)

or it can be accessed through the NRT homepage ([www.nrt.org](http://www.nrt.org)). The RRT homepage offers electronic versions of meeting agendas, reports, links to the RICP, and the region's "One Gulf Plan" (ACP).

Anyone wishing to post material to the RRT 6 homepage shall submit the same to either the EPA or USCG RRT Coordinator. The RRT Coordinators shall serve as the clearinghouse and approval medium for all materials wishing to be placed on the RRT 6 homepage.

### **Article X -- Revisions**

Revision of these By-Laws will be accomplished by written submission to the Executive Secretariat. After review of the proposed revisions, the Executive Secretariat will submit same to the RRT membership for review and vote.

A two-thirds (2/3) vote by the RRT membership will be required for approval of the proposed changes or revisions.

### **Article XI -- Parliamentary Authority**

Robert's Rules of Order (new revision) shall govern all proceedings of the RRT, the Executive Secretariat, and Executive Sessions.

The RRT Co-Chairs will assume the role and responsibilities of "RRT Parliamentarian" for all matters requiring a parliamentary ruling.

The By-Laws of the Region 6 Regional Response Team are approved by the membership as affirmed by the signatures of the Region 6 Regional Response Team Co-Chairs.

signed: 03/09/05

Ragan Broyles  
U.S. Environmental Protection Agency  
Regional Response Team Co-Chair

Captain Ronald Branch  
U.S. Coast Guard  
Regional Response Team Co-Chair

### C. RRT Internet Homepage

The Region 6 Regional Response Team (RRT) has developed the use of the RRT 6 Internet homepage which can be found at [www.epa.gov/region6/rrt](http://www.epa.gov/region6/rrt)

or it can be accessed through the NRT homepage ([www.nrt.org](http://www.nrt.org)). The RRT homepage offers electronic versions of meeting agendas, reports, links to the RICP, and the region's "One Gulf Plan" (ACP).

Anyone wishing to post material to the RRT 6 homepage shall submit the same to either the EPA or USCG RRT Coordinator. The RRT Coordinators shall serve as the clearinghouse and approval medium for all materials wishing to be placed on the RRT 6 homepage.

### Article X -- Revisions

Revision of these By-Laws will be accomplished by written submission to the Executive Secretariat. After review of the proposed revisions, the Executive Secretariat will submit same to the RRT membership for review and vote.

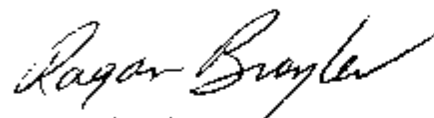
A two-thirds (2/3) vote by the RRT membership will be required for approval of the proposed changes or revisions.

### Article XI -- Parliamentary Authority

Robert's Rules of Order (new revision) shall govern all proceedings of the RRT, the Executive Secretariat, and Executive Sessions.


The RRT Co-Chairs will assume the role and responsibilities of "RRT Parliamentarian" for all matters requiring a parliamentary ruling.

The By-Laws of the Region 6 Regional Response Team are approved by the membership as affirmed by the signatures of the Region 6 Regional Response Team Co-Chairs.



Ragan Broyles  
U.S. Environmental Protection Agency  
Regional Response Team Co-Chair

3/9/05



Captain Ronald Branch  
U.S. Coast Guard  
Regional Response Team Co-Chair

3/9/05